

LEADERSHIP COACH JOB DESCRIPTION  
BONNIE PEDERSEN—SURREY PUBLIC SCHOOL

The following is a job description of the various areas encompassed under the title of leadership coach. We hope this will give you an opportunity to see what kind of assistance is provided and available to you and the students in your classroom.

**DATA COORDINATOR**

Description—The school data coordinator will work to interpret and compile data from various tests and put it into a user-friendly document. The data coordinator will go through the data with teaching staff and provide information on reading, understanding and using the data to drive instruction. This can be done through large group as well as small group meetings and will be on-going throughout the year. Through the use of the data we hope to identify areas of strength as well as areas of need in our curriculum and teaching strategies. This will, in turn, strengthen opportunities for student learning and success.

**INSTRUCTIONAL COACH**

Description—The elementary instructional coach will work with teachers to assist them in building upon the strengths they have to provide further opportunities for student success. This may be done in a variety of methods such as:

- \*\*teaching and modeling new strategies
- \*\*observing teaching and providing feedback
- \*\*providing classroom materials
- \*\*providing intervention strategies
- \*\*providing research based curriculum support
- \*\*co-planning lessons, units and centers
- \*\*providing support for using technology in the classroom
- \*\*working with teachers to differentiate instruction

**INSTRUCTIONAL STRATEGIST (GRADES K-3)**

Description—The instructional strategist will be available to work with individual students or small groups of students that are struggling with reading or math. This may be a long term or situational depending on the child's needs. The strategist may also work within the classroom during lessons to provide added assistance for particular students, or the entire group. Students may be identified through teacher or parent request, as well as assessment and testing data.

*Please check any services you may be interested in learning more about:*

*Instructional Strategies*  
*Co-planning a lesson or unit*  
*Classroom visitation*  
*Co-teaching a lesson*  
*Developing resources*  
*Alternative assessment ideas*  
*Staff development*  
*Interpreting data*

*Using data to plan instruction and assessment*

*Integrating technology*

*Creating and providing interventions*

*Others not listed:* \_\_\_\_\_

Teacher name \_\_\_\_\_

Grade level and/or subject area \_\_\_\_\_

We are excited about this position and the opportunities it provides for both teachers and students. If there are other ways you can see that this position can be of service, please visit with Mrs. Pedersen or Mrs. Hansen.